

## **Section 13.5.1 PARAMS MENU**

### **Financial Data**

### **Equipment by Dept/Agy/TKU**

Purpose	This section provides the procedures for a user to add or update a list of equipment being used at the Timekeeping Unit (TKU) level so that cost and time can be charged.
Window Name	Equipment by Dept/Agy/TKU
Reminders	<ol style="list-style-type: none"><li>1. The Equipment by Dept/Agy/TKU window is accessed through the <u>P</u>arams, <u>F</u>inancial Data, <u>G</u> - Equipment by Dept/Agy/TKU items on the menu bar.</li><li>2. The Equipment by Dept/Agy/TKU window contains a Selection Criteria window and a Selection List window. Once the selection criteria has been selected or entered and the Select or New button clicked, the Detail button becomes active. The minimum selection criteria is Department. If the Select button was clicked, the data is displayed in the Selection List window. The user may then highlight the data to be updated and click on the Detail button to display the Available Equipment and Selected Equipment windows. However, if there was only one selection in the Selection List window, the Available Equipment and Selected Equipment windows are automatically displayed. If the New button was clicked, the Detail Data window is displayed to set up the department, agency and TKU, the OK button is clicked and the Available Equipment and Selected Equipment windows are displayed. The user then selects the applicable equipment.</li><li>3. Once the Detail Data window is displayed, a user may add or update equipment needed. The Equipment by Dept/Agy/TKU window consists of the following windows:<ul style="list-style-type: none"><li>■ Available Equipment</li><li>■ Selected Equipment</li></ul></li></ol>
References	<i>No specific references</i>

## Equipment by Dept/Agy/TKU

The following window is displayed when Params, Financial Data, G - Equipment by Dept/Agy/TKU is selected from the Menu bar. The steps are described on the following page.

DCDS 32

File Edit Options Functions Params Reports Window Help

Equipment by Dept/Agy/TKU

Selection Criteria

Department: 59 Agency: 01 TKU: 001

Select

Detail

Selection List

Department	Agency	TKU
59	01	001
59	01	005
59	01	011
59	01	112
59	01	600
59	01	601
59	01	607
59	02	100
59	02	101

<= >=

New Save Close

Ready

**DCDS Input Procedures  
Equipment by Dept/Agy/TKU (Selection Criteria)**

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	Department*	Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default.  <b>Note:</b> When a department has been selected all valid agencies for the department will be displayed in the agency dropdown list.
2	Agency	Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default.  <b>Note:</b> When an agency has been selected, all valid TKUs for the agency will be displayed in the TKU dropdown list.
3	TKU	Select the Timekeeping Unit (TKU) number from the dropdown list, enter the TKU number or select <b>AL</b> from the dropdown to display all TKUs within an agency. There must be an agency selected to select a TKU.
4	Select Button	Click on the Select button located at the top of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window, if more than one TKU is listed. However, if only one TKU is listed the Available Equipment and Selected Equipment windows will automatically be displayed.
5	Selection List	Highlight the TKU to be updated and click the Detail button. The Available Equipment and Selected Equipment windows will then be displayed.
6	New Button	Click on the New button, if adding equipment to a TKU.

*\*indicates a required field that must be entered.*

## Equipment by Dept/Agy/TKU (Selection List)

The following information is displayed:

Field Name	Description
Department	The department using the selected equipment.
Agency	The agency using the selected equipment.
TKU	The Timekeeping Unit (TKU) that time will be charged to.

## Equipment by Dept/Agy/TKU

The following window is displayed when the **New** button is selected. The steps are described on the following page.

DCDS 32

File Edit Options Functions Params Reports Window Help

Equipment by Dept/Agy/TKU

Department: Agency: TKU:

Available Equipment Add/Rem Selected Equipment

Equipment Detail Data (New)

1 Department: 01 2 Agency: 01 3 TKU: 005

4 OK Cancel

< >

New Save Close

Ready

**DCDS Input Procedures  
Equipment by Dept/Agy/TKU  
Detail Data Window**

Follow the steps below to add Equipment by Dept/Agy/TKU.

Step	Field Name	Action
1	Department*	Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default.
2	Agency	Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default.
3	TKU	Select the appropriate Timekeeping Unit (TKU) from the dropdown list or enter the TKU.
4	OK Button or Cancel	Click on the OK button. This displays the Available Equipment and Selected Equipment windows allowing the user to add equipment to the selected Dept/Agy/TKU. Click on the Cancel button to cancel the window.

*\*indicates a required field that must be entered.*

## Equipment by Dept/Agy/TKU

The following window is displayed when the **Detail** button is selected or the **OK** button is selected from the Detail Data window. The steps are described on the following page.

DCDS

File Edit Options Functions Params Reports Window Help

Equipment by Dept/Agy/TKU

Department: 59 Agency: 01 TKU: 002

Available Equipments 1		Add/Rem	Selected Equipments 3	
Equipment Number	Description		Equipment Number	Description
A1B2C3D4E5	ROAD REPAIR EQUIPMENT	> 2		
ACEGIK1234	FLASHERS			
F6G8H9I1J2	CONSTRUCTION ZONE EQUIP	>>		
K3L4M5N6O7	ROAD BUILDING EQUIPMENT			
PAVE102030	GRAVEL			
SNOW PLOW 01	Test snow plow for Equipment U	<		
SNOW PLOW 02	Test snow plow for Equipment U	4		
SNOW PLOW 03	Test snow plow for Equipment U			
TEST CAR 01	Test car for Equipment Usage			
TEST CAR 02	Test car for Equipment Usage			
TEST CAR 36	Test car for Equipment Usage			
TEST CAR 99	Test Car for Equipment Usage	<<		

<... ...> New Save Close

Ready 5

**DCDS Input Procedures****Equipment by Dept/Agy/TKU****Available Equipment and Selected Equipment Windows**

Follow the steps below to add or delete equipment from the Dept/Agy/TKU.

Step	Field Name	Action
1	Available Equipment	Highlight the equipment to be added.  <b>Note:</b> When one row is double clicked, the highlighted equipment will be moved to the Selected Equipment window.
2	> Button	Click on the > button located between the Available Equipment window and the Selected Equipment window. This moves the highlighted equipment to the Selected Equipment window. Use the >> button if all equipment is to be added to the Dept/Agy/TKU.
3	Selected Equipment	Highlight the equipment to be removed.  <b>Note:</b> When one row is double clicked, the highlighted equipment will be removed from the Selected Equipment window and placed back on the Available Equipment window.
4	< Button	Click on the < button located between the Available Equipment window and the Selected Equipment window. This removes the equipment from the Dept/Agy/TKU being defined. If all equipment is to be removed, use the << button. This button moves all the equipment listed in the Selected Equipment window back to the Available Equipment window.
5	Save Button	Click on the Save button located at the bottom of the window (or press Alt + S) to save all the changes made to the Dept/Agy/TKUs assigned equipment.

*\*indicates a required field that must be entered*